

Application for Initial Certification EMT-II or III Instructor

Section of Community Health and Emergency Medical Services

PO Box 110616, Juneau, AK 99811-0616

(907) 465-3027 FAX: (907) 465-6736

<http://www.chems.alaska.gov>

I am applying for certification as an:

☐ EMT-II Instructor

☐ EMT-III Instructor

(can teach both EMT-II and EMT-III classes)

Name:	SSN:
Address:	Date of Birth:
	Home Phone:
Gender (Optional): Male Female	Work Phone:
EMS Affiliation/s:	
Ethnic Origin (Optional): White Black Hispanic American Indian Alaska Native Asian or Pacific Islander Other: _____	

1. Provide a copy of a card, certificate, or license evidencing at least one of the following valid credentials:

- EMT-Paramedic by the National Registry of EMTs
- Authorization to practice in the state as a Mobile Intensive Care Paramedic (MICP)
- Authorization to practice in the state as a physician, physician assistant or registered nurse

2. Provide evidence of experience as an EMT or EMT-Paramedic

Applicants for EMT-II or III Instructor certification who are using the following credentials, must have at least three (3) years of experience as an EMT or EMT-Paramedic.

- EMT-Paramedic by the National Registry of EMTs
- Authorization to practice in the state as a physician, physician assistant or registered nurse

Certification Level:	State where Certification Held:	Dates of Certification:

3. Provide a copy of a card or certificate showing successful completion, within the preceding two years, of an Advanced Cardiac Life Support course. (EMT-III Instructors only)

Provider, Refresher, and Instructor training courses meet this requirement. The course must be either an American Heart Association course or a course that the department determines is comparable in content and coverage to the American Heart Association course.

4. Provide evidence of Instructor Training

Training	Dates	Location	Contact Person (name and phone number)
Methods-of-Instruction Training:			
Alaska-Specific EMS Orientation:			
Advanced Instructor Orientation:			
Other (list):			

APPLICATION CHECKLIST

- ☐ Completed application for certification;
- ☐ Evidence of valid medical credential (NREMT-P, MICP, RN, PA, DO, MD);
- ☐ Evidence of experience as an EMT or EMT-Paramedic (not required for Alaska MICPs);
- ☐ Valid ACLS training/credential within the past two years (EMT-III Instructors only);
- ☐ Completion of the EMT-II (for EMT-II Instructors) or EMT-III (for EMT-III Instructors) written examination with a score of 90%, or greater within no more than two attempts made no more than one year and no less than 10 days before attending the course (Date exam taken: _____);
- ☐ Completion of a department-administered practical examination within the last year;
(Date exam taken: _____):
For EMT-II Instructors either the AK EMT-II, AK EMT-III, National Registry EMT-Intermediate or EMT-Paramedic practical examination
For EMT-III Instructors either the AK EMT-III or the National Registry EMT-Paramedic exams
- ☐ Completion of the instructor training program (Methods of Instruction, Alaska-Specific EMS Orientation, and Advanced Instructor Orientation); and
- ☐ \$25 testing fee.

CRIMINAL HISTORY QUESTIONS

Must be completed by all applicants

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Have you been convicted of a violation of federal or state law, <u>excluding minor traffic violations</u> , within the last fifteen years? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been convicted of a violation of federal or state law pertaining to medical practice or drugs? |

If you marked "YES" in response to either of the preceding two questions, please refer to the "Instructions for Affidavits" below.

NOTE: Regulations require EMT Instructors to notify the department in writing within 30 days after being charged with an offense that is a class A misdemeanor or a felony under the law of this state or an offense with substantially similar elements in another jurisdiction.

INSTRUCTIONS FOR AFFIDAVITS

PLEASE READ THIS SECTION COMPLETELY:

1. **All individuals who responded "YES" to either of the two questions** above on this application must submit a signed affidavit with this application for certification. The affidavit must include:
 - The case name and number
 - the specific date of the conviction;
 - the official name of the crime(s);
 - the sentencing or treatment requirements imposed;
 - the status of sentencing or treatment required; and
 - any other information you believe is germane to your application for EMT certification.

The affidavit must be signed in the presence of a notary public, postmaster, clerk of court, judge, magistrate, state trooper or authorized state employee or EMS certifying officer.

The Section of Community Health and EMS reserves the right to require the submission of relevant court documents prior to determining whether a certificate should be issued.

2. **In addition, applicants who responded "YES"** to the question regarding convictions for violating a federal or state law must obtain and submit the results of a criminal record check from the Alaska Department of Public Safety. The record check must have been completed within the 90 days preceding the date of application. If the criminal conviction was for a traffic related offense, a driving history from the Department of Public Safety also must be submitted. The driving record must have been completed within the 90 days preceding the date of application.

Failure to disclose convictions may be considered "fraud or deceit in obtaining a certificate" and is, in itself, grounds for the suspension, revocation, or refusal to issue a certificate.

RELEASE OF INFORMATION AND VERIFYING SIGNATURE

I, _____, residing at _____

_____, authorize the Department of Health and Social Services, Section of Community Health and Emergency Medical Services, to examine my EMS education records and any law enforcement records pertaining directly to this application for certification, and to discuss them with persons having possession of them. I also expressly permit and authorize release of such records pertaining directly to this application for certification to the Department of Health and Social Services, Section of Community Health and Emergency Medical Services.

I request that, upon presentation of this release, or a true copy, that you provide copies of those records to the Section of Community Health and EMS and/or representatives of the office of the Attorney General of the State of Alaska.

I authorize the Section of Community Health and EMS to discuss my records with persons or organizations which are considered appropriate by the Section in connection with an official investigation, and to provide copies of my records to those persons or organizations, if appropriate.

I understand that records disclosed to the department may become part of a public record and may not be protected from further disclosure by law.

This authorization is given expressly in connection with my application for certification as an Emergency Medical Technician, Defibrillator Technician or EMS Instructor in Alaska., This authorization expires one year form the date of my signature or at the expiration of my certification, whichever is last.

I certify under penalty of perjury that the foregoing is true and accurate.

Signature of Applicant

Date

1. **(IN THE PRESENCE OF A NOTARY PUBLIC, POSTMASTER, CLERK OF COURT, JUDGE, MAGISTRATE, STATE TROOPER OR AUTHORIZED STATE EMPLOYEE, IF SUCH OFFICIAL IS AVAILABLE, APPLICANT MUST SIGN HERE.)**

THIS IS TO CERTIFY that on this _____ day of _____, _____, before me appeared _____ to me known and known to me to be the person named in and who executed the foregoing instrument and acknowledged voluntarily signing and sealing the same.

My Commission Expires _____

(2) **(IF THERE IS NO NOTARY PUBLIC, POSTMASTER, CLERK OF COURT, JUDGE, MAGISTRATE, STATE TROOPER OR AUTHORIZED STATE EMPLOYEE AVAILABLE, APPLICANT AND CERTIFYING OFFICER MUST SIGN HERE.)**

I certify under penalty of perjury that the foregoing is true and accurate. No Notary Public, Postmaster, Clerk of the Court, Judge, Magistrate, State Trooper or authorized State employee is available.

Signature of State Approved
EMS Certifying Officer

Location

Important Notes Regarding This Application

The information contained in this application for certification, and in your permanent EMS certification record at the State EMS Office, is considered a "Public Record" and is not protected from disclosure by law. By completing this application and signing it in the presence of a Notary Public or EMS Certifying Officer, you are confirming the accuracy of the information entered on the application.

Your EMS certification records may be kept in electronic, paper, and microfilm formats. You have a right to request a copy of your records at any time. Any individual has the right to inspect and copy public records under reasonable rules and during regular office hours. All requests must be made in writing. Information which is non-disclosable will not be made available.

The Department may charge a fee for searching and copying its records in accordance with AS 40.25.110 and 6 AAC 96.130.

It is the responsibility of the applicant to keep the Department informed of his or her current mailing address. The Department will send correspondence, including applications for recertification, to the address on file.

If an individual believes information contained in his or her certification records is incorrect, the individual should notify the Section, in writing, of the perceived error. The address of the EMS Section is:

Section of Community Health & EMS
Department of Health and Social Services
Box 110616
Juneau, AK 99811-0616

For more information about public records in Alaska, the reader is directed to review AS 40.25.110 – 40.25.220 and 6 AAC 96.010 – 6 AAC 96.900.

Use of Social Security Numbers in Certification of EMS Personnel Under AS 18.08

Introduction and Overview: The Privacy Act of 1974, as amended, 5 U.S.C. § 552a (1994) prohibits a federal, state or local government from denying an individual any right, benefit or privilege provided by law because of the individual's refusal to disclose his Social Security numbers (SSN). This section does not apply to any disclosure which is required by federal statute. The law further requires agencies collecting Social Security numbers to provide information about how the information will be used. This document provides information about the collection and use of Social Security numbers by the Section of Community Health and EMS (CHEMS) of the Alaska Department of Health and Social Services for the purposes of certifying individuals under Alaska Statute 18.08.010 —18.08.090.

Under What Authority Does CHEMS Collect SSNs? Federal and state laws regarding child support enforcement and federal debt collection require state agencies to deny licenses to those who are significantly delinquent in paying their child support or student loan obligations. (See Personal Responsibility and Work Opportunity Reconciliation Act of 1996 - 42 USC 666(a)(13); Debt Collection Improvement Act of 1996 - 31 USC 7701(c) for more information).

Child Support. AS 25.27.244 (a) (Adverse Action Against Delinquent Obligor's Occupational License), requires the Child Support Enforcement Agency to provide a list of delinquent obligors to CHEMS each month and CHEMS must take action to withhold the occupational license of each identified delinquent obligor. The definition of "license" includes authorization under AS [18.08](#) to perform emergency medical services. AS 25.27.244(s)(2)(A)(iv).

Under AS 18.08.082, the department certifies emergency medical technicians, defibrillator technicians, emergency medical technician instructors, emergency trauma technician instructors, mobile intensive care paramedic course coordinators and emergency medical dispatchers. AS 18.05.030 compels the department to cooperate with the federal government and provide information it requires.

Student Loans. AS 14.43.148(a) (Nonrenewal of License) prohibits CHEMS from the renewing the license of a person who is in default on a loan made by the Commission on Postsecondary Education once it has received notice from the Commission that the individual is in default. AS 14.43.148 (h)(1)(A) (iv) defines "license" to include authorization under AS 18.08 to perform emergency medical services.

How the SSN is Used? To comply with federal and state laws, we use our certification data to confirm if licensees are in default of their child support and postsecondary education loans, based on the lists of defaulted obligors which are provided to CHEMS. CHEMS may provide limited certification data to the other agencies to clarify an ambiguous entry on the lists. In addition, the SSN is used within the EMS Test Correction system to match test scores electronically with certification records. SSNs are not used for other purposes and are not displayed on certification materials. Adverse actions against health care providers, e.g. revocation of certification, are required to be reported to the federal government. The provider's SSN will be reported as part of this required report.

Is Providing Your SSN Mandatory? Yes, for the reasons cited above, we are required to collect SSNs. Applications on which the SSN is not provided will be considered incomplete. The application will not be processed and no certificate will be issued until the SSN is provided. It should be noted that Social Security numbers can be assigned, by the Social Security Administration, to foreign workers who are authorized to work in the United States.

Summary: In order to become certified to provide emergency medical services under AS 18.08, a person must disclose their Social Security number. The Section of Community Health and EMS uses the number for purposes required by statute and internally to match test scores with certification records. SSNs are not disclosed except as required by law and efforts are made to maintain the security and privacy of personal information.